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57-1793

24 May 1957

MEMORANDUM FOR: Deputy Director (Support)

THROUGH : Comptroller

SUBJECT : Involuntary Payroll Deduction to Satisfy the Unaccounted
Balance of [REDACTED]

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1. Attached for your signature is a suggested memorandum for
Mr. [REDACTED]

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2. The following advances were made to [REDACTED] for official
purposes.

<u>Voucher No.</u>	<u>Date</u>	<u>Amount</u>
005875	19 Sept 56	\$ 450.00
007040	3 Oct 56	400.00
007238	5 Oct 56	400.00
	Total	<u>\$1,250.00</u>

There have been credits in the amount of \$142.75 against the above advances,
thus reducing the balance due to \$1,107.25.

3. The Finance Division, with the cooperation of the SE Division, has
attempted to obtain settlement of the \$1,107.25 through normal liquidation
procedures. The employee made various promises to liquidate this amount but
none of the promises were kept. These efforts were conducted over the period
of several weeks.

4. The Payroll Section, Fiscal Division, has been given advice to
effect collection through payroll deductions in the amount of \$192.15 per
pay period beginning with the period 19 May 1957.

5. Attached for your approval and signature is a suggested memorandum
to the subject employee which advises him of the action taken with respect
to the outstanding balance of \$1,107.25.

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[REDACTED]
Chief, Finance Division

Attachment:

Suggested Memo to Subject

CONCUR:

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